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ABSTRACT

This manual describes the cooperative work experience program for the Department of Defense Dependents Schools (DoDDS). The first of three sections included in the guide provides a definition and philosophy of the DoDDS cooperative work experience program. The second part of the manual provides a one-paragraph description of the cooperative work experience/work study course. The final portion of the manual provides instructional objectives for the course. Appended to the manual is an approved list of DoDDS essential textbooks/instructional materials for cooperative work experience/work study, ages 14 through 20. For each reference listed the following information is provided: author, publisher, and copyright date. (LRA)

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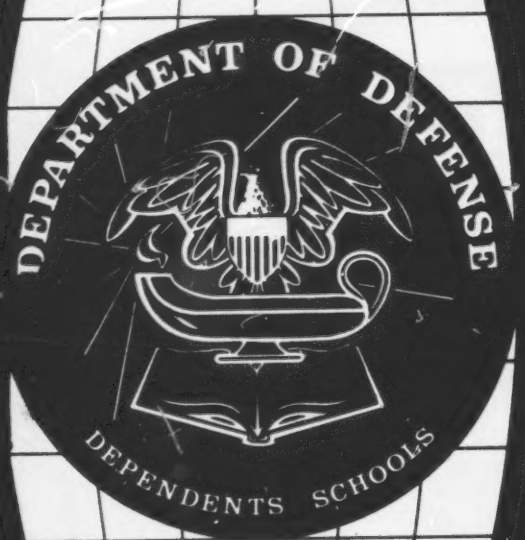

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DS MANUAL 2880.1
NOVEMBER, 1978

COOPERATIVE WORK EXPERIENCE/WORK STUDY PROGRAM OBJECTIVES FOR STUDENTS AGES 14-20

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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FOREWORD

Cooperative work experience is an integral part of the school curriculum for all Department of Defense Dependents Schools (DoDDS) students whether they are pursuing a college or university degree, military service, trade, vocational school, or immediate employment after completion of high school. A well-planned and supervised work experience is the most sensible and effective transition from the classroom to the world of work. The result is that the base/post installation and local community become part of the student's education.

A good work experience program requires assessing the needs of the student and matching the individual with the work experience. The program also requires ongoing counseling, evaluation, and "trouble shooting." The key person in this process is the teacher-coordinator.

The work station supervisor-trainer should provide a well-planned and sequential learning experience for the student. Training plans should be developed and maintained for each student to ensure proper monitoring, and chart individual growth, skills, and proficiency.

Anthony Cardinale

Anthony Cardinale
Director
Department of Defense Dependents Schools

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ACKNOWLEDGMENTS

The objectives in this manual evolved from the efforts of many DoDDS teachers, counselors, and administrators.

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PHILOSOPHY

The DoDDS Cooperative Work Experience/Work Study Program is concerned with several different areas in the growth and development of students. Some of the important aspects of Cooperative Work Experience/Work Study are to help students better understand themselves through the actual employment of their skills and aptitudes in real-life settings and to offer the students opportunities to build their confidence, esteem, and reliance. The students are expected to make decisions, accept responsibilities, show initiative, and develop and practice interpersonal relationships in the world of work. Contact with different kinds of work and different occupations will aid the students in making important career decisions as well as acquainting them with current methods and materials in modern technology.

Cooperative Work Experience/Work Study also provides the military community with the chance to participate in an educational program that demonstrates the importance of close community-school relationships.

Finally, Cooperative Work Experience/Work Study offers the students opportunities to express their career goals through practical "hands-on" experience. Although educators and parents realize the wide differences of our students in achievement, ability, and interest, the Cooperative Work Experience/Work Study Program offers a unique opportunity to develop each individual's vocational potential.

The Cooperative Work Experience/Work Study Program is open to all students, ages 14 through 20, who want to acquire work experience and skills training through on-the-job experience. In addition, the Cooperative Work Experience/ Work Study Program offers opportunities to research different careers, learn how to apply for jobs, conduct a job interview, and other work-related activities through reading assignments and individual projects. Students interested in obtaining work experience at a specific activity should indicate on an application form where they would like to work and be placed. In addition to practical work experience, the Cooperative Work Experience/Work Study Program also offers aptitude testing, career counseling, work exploration, career information, interest inventories, and career decision-making processes.

COOPERATIVE WORK EXPERIENCE / WORK STUDY INSTRUCTIONAL OBJECTIVES

The Cooperative Work Experience/Work Study Program assists students, ages 14-20, in making personal decisions, preparing for a career, developing an understanding of the meaning of work, and making the transition from school to the world of work.

By participating in Cooperative Work Experience/Work Study, the learner should be able to:

1. Recognize that the process and content of the school's curriculum are relevant to career requirements and responsibilities.
2. Appreciate the importance of work to personal fulfillment and to growing independence and maturity.
3. Analyze career opportunities and their requirements and compare these to personal potential and expectations.
4. Relate in a positive manner to Cooperative Work Experience/Work Study coordinators, job site supervisors, fellow workers, and the public served.
5. Identify with, and participate in, adult roles and responsibilities in the world of work.
6. Develop positive attitudes toward work and workers.
7. Develop social competencies that contribute to successful employment.
8. Develop technical competencies that lead to saleable skills.
9. Apply academic learning to various job situations.
10. Understand and appreciate employment opportunities.

COOPERATIVE WORK EXPERIENCE / WORK STUDY INSTRUCTIONAL OBJECTIVES (CONT'D)

Although the objectives of Cooperative Work Experience/Work Study extend primarily to the student, others who benefit are the school and community. The school:

1. Enlarges training and learning facilities by utilizing the facilities and resources of the community.

2. Develops good community-school relations.

3. Provides a broader curriculum to meet the varied needs of students.

Cooperative Work Experience/Work Study benefits the community by:

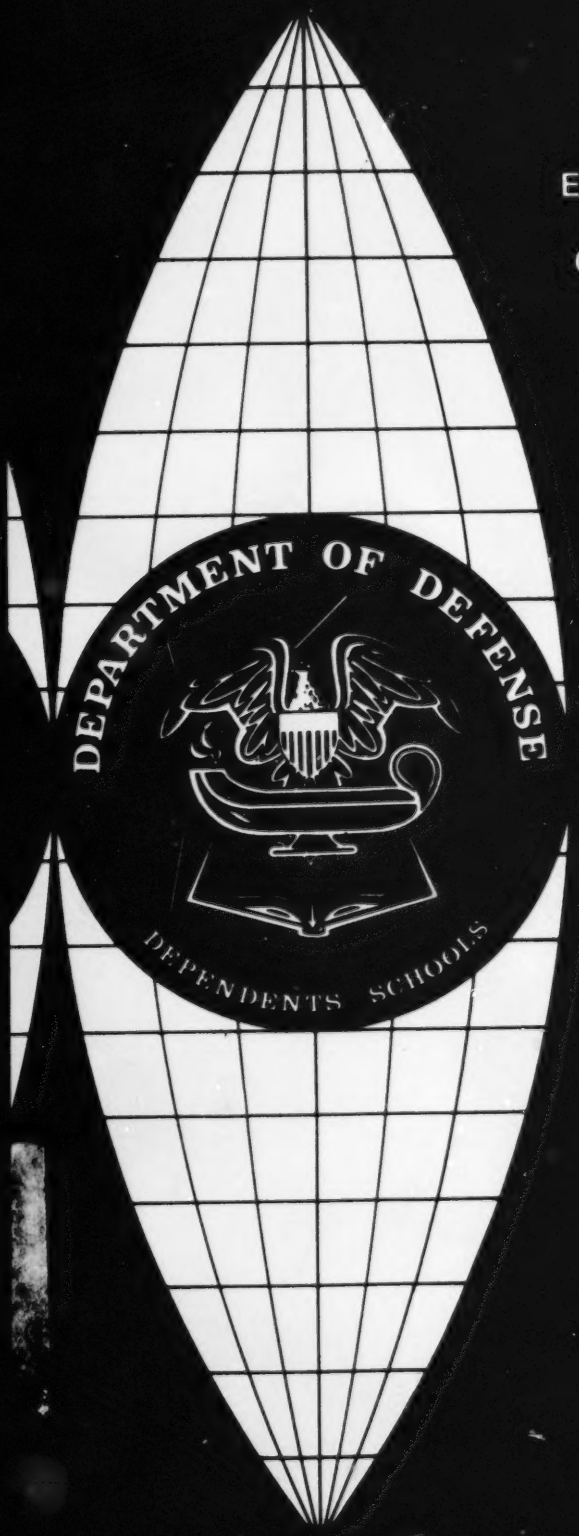
1. Promoting closer cooperation and understanding among the community, school, and host nation.

2. Providing a method of introducing students to the employment opportunities of the community and host nation.

3. Providing trained and productive workers to the community.

DS MANUAL 2880.2
REVISED OCTOBER 1978

Approved List of Essential Textbooks/Instructional Materials for Cooperative Work Experience Work Study Ages 14-20



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EDS-50867

October 5, 1978

MEMORANDUM FOR Director of Dependents Schools, Atlantic
Director of Dependents Schools, Europe
Director of Dependents Schools, Pacific

SUBJECT: Essential Textbooks/Instructional Materials Listing for Cooperative Work Experience/Work Study

It is a pleasure to provide you with the attached Department of Defense Dependents Schools (DoDDS) List of the Approved Essential Textbooks/Instructional Materials in Cooperative Work Experience/Work Study. Any future appropriated fund procurement of Cooperative Work Experience/Work Study Essential Textbooks/Instructional Materials for DoDDS must conform to this listing until officially revised.

As you know, texts and materials provided by publishers for this review process were studied extensively during school year 1977-1978 by formal review committees in each of the DoDDS regions. Those worldwide committees were composed of students, parents, and community representatives as well as professional educators. Detailed data, conforming to established criteria and generated by each of these committees, were reviewed in detail by the Career Education Task Group in their meeting of June 19-23, 1978. Essential Textbooks/Instructional Materials judged most suitable for achieving the published DoDDS objectives within the DoDDS system have been included in the approved list.

Your support of the DoDDS Cooperative Work Experience/Work Study Essential Textbooks/Instructional Materials review is appreciated.

Anthony Cardinale
Director

SEP 2 1980

APPROVED LIST OF
DoDDS ESSENTIAL TEXTBOOKS/INSTRUCTIONAL MATERIALS FOR COOPERATIVE WORK EXPERIENCE/WORK STUDY
AGES 14 THROUGH 20

Title of Program	Author	Publisher	Copyright Date
1. Succeeding in the World of Work: A. Text B. Teacher's Book C. Student Activities	Kimbrell and Vineyard	McKnight Publishing Co.	1975
2. AEL Career Decision-Making Program: A. Exploring Decision-Making B. Career Information	Winefordner Appalachia Educational Laboratory	McKnight Publishing Co.	1978
3. Careers in Focus Program (Booklets, Sound Filmstrips, Cassettes, Teacher's Manual)	Winn	McGraw-Hill International Book Co.	1976
4. Exploring Careers: (Filmstrips and Cassettes) A. Group 2 Through 9 B. Finding and Getting a Job	Society for Visual Education	Singer Education Division	1975
5. Career Directions: (Multimedia Kits) A. Deciding on Your Career B. Choosing the Kind of Job You Want C. Entering the Job Market D. Staying With It and Getting Ahead E. Workers and Management F. Unions and You	Visual Education Corporation	Changing Times Education Service	1977

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